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FINANCE COMMITTEE

Town of Grafton
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www.grafton-ma.gov

Finance Committee public meeting of Tuesday, December 21, 2021 approved on January 19, 2022

Finance Committee
Public Meeting via Zoom Webinar
Webinar ID: 883 9804 3427
Passcode: 502622
Tuesday, December 21, 2021
6:00 P.M.
Minutes

Public Meeting of the Finance Committee

The public meeting of the Finance Committee was called to order by Chair Mark W. Haddad at 6:00 P.M.

Attendance at this meeting was taken by Roll Call.

All votes were taken by Roll Call Vote at this meeting.

Finance Committee

Present: Mark W. Haddad, Dan Cushner, Angelina Correia, Andy Jefferson, Heather McCue, Sue Robbins, Gopal Shenoy, Barry Smith

Absent: None

Others Present: Town Moderator Dawn Anderson, Town Clerk Kandy Lavallee, Finance Director Mary Lauria, Skip Currier, Greg Marr

The Chair of the Finance Committee Mark W. Haddad explained that the Finance Committee Appointment Committee posted an agenda to be in Joint Session during this public meeting of the Finance Committee just in case the Charter Amendment passed before tonight's public meeting.

- On December 20, 2021, the State Legislation passed the Charter Amendment to allow the Finance Committee to appoint new members via a 3 member Committee comprised of the Town Moderator, the Town Clerk and a Finance Committee appointed member by the Finance Committee.

The public meeting of the Appointment Committee was called to order by Finance Committee member Mark W. Haddad at 6:01 P.M.

Mark W. Haddad thanked Senator Moore and Representative Muradian for the work completed to get this Charter amendment passed and appreciates their efforts.

Review of the interview process with the Town Moderator on December 15, 2021

Mark W. Haddad went on to explain that a meeting was held via Zoom on December 15, 2021 with himself, Town Moderator Dawn Anderson and Finance Committee Assistant Susan Fiocco to discuss the process of interviewing candidates for the Finance Committee vacancy created by Irene Houle's resignation. Since the Legislation had not passed at that time, the Charter had not changed and the Town Moderator is the appointing authority for Finance Committee.

- Would the Town Moderator like to receive input from the Finance Committee as to who they would recommend to fill the vacancy?
- 2 of the 3 candidates has already been interviewed this year with Finance Committee (in the absence of having an appointed Town Moderator at that time)

The 3rd candidate has not been interviewed and Finance Committee's general consensus at the November 17, 2021 public meeting was to get to know the 3rd candidate through the interviewing process.

- It was decided by the Town Moderator that she would like to take the more collaborative approach to foster openness:

The 3rd candidate will be interviewed by the Finance Committee

The Town Moderator will sit in on the interview

All 3 applicants will be invited to the meeting on Tuesday, December 21, 2021 at 6 P.M. via to be interviewed and one applicant will be appointed by the Town Moderator.

Interview Candidates for the Finance Committee vacancy with Town Moderator, Dawn Anderson.

- Due to the Charter amendment passing at the State Level on December 20, 2021, the appointment will now be made by the Appointment Committee.
- Skip Currier stated that there is a different body meeting and in order to proceed you must meet and organize the Committee.
- The agenda for the Finance Committee Appointment Committee has been posted for this evening in conjunction with Finance Committee's public meeting and is in legal order.

- **Organization of the Finance Committee Appointment Committee**

Being a new committee, there is a learning curve as to how to proceed.

Kandy Lavallee stated that it is important to listen, learn and receive input from others;

Dawn Anderson stated that she chose to work in collaboration prior to the establishment of the Appointment Committee and to work towards the needs of the Finance Committee;

Mark Haddad made a decision to follow the amendment to the Charter and to proceed with the new appointing authority.

Motion: Mark W. Haddad moved that the Finance Committee Appointment Committee appoint Dawn Anderson as Chair of the Finance Committee Appointment Committee.

Seconded: Kandy Lavallee. All in favor. Motion carries.

Roll Call Vote

Aye: Dawn Anderson, Mark Haddad, Kandy Lavallee

Nay: None

Resignation of Finance Committee member Gopal Shenoy

- Gopal Shenoy stated that he had sent an email to Finance Committee Chair Mark Haddad recently, stating his resignation from the Finance Committee effective December 31, 2021.

Gopal stated that he enjoyed his 17 plus months as a member of the Finance Committee and thanked everyone on the Finance Committee.

Gopal stated that the reason for his resignation from Finance Committee is because his workload will be increasing in 2022.

Finance Committee members thanked Gopal for his service to the Town of Grafton.

Process of filling Gopal's vacancy

- Chair of the Finance Committee asked Town Clerk Kandy Lavallee if this newly announced vacancy needs to be posted since there are applicants to interview this evening and appoint.
- Town Clerk Kandy Lavallee stated that Gopal's vacancy needs to be posted and advertised in the proper time frame allotted for advertising committee vacancies.
- Once applicants are received, the process will then need to be repeated by the Finance Committee Appointment Committee.
- Gopal amended his resignation from Finance Committee to be effective 12/21/2021 in order to allow the advertising process to move at a faster pace so that the vacancy can be filled prior to the FY23 proposed budget review.
- **Review of the Candidate interview process with the Town Moderator, Town Clerk and Finance Committee.**
- The applicants are Skip Currier and Greg Marr. Kyle James withdrew his application.

Skip Currier Precinct I

Skip gave a brief presentation stating his interest in the Town serving many years on the Board of Health, Finance Committee and currently Nelson Park and Library Trust.

His work status is retired and has time to continue to serve the Town.

Answered questions:

Skip will contribute common sense, experience, provide advisement for Town Meeting- assisting and with consideration

Skip will contribute to balance out the needs of the Town by working hand in hand with the Town Administrator.

Biggest challenges are budget requests and unfunded mandates

Greg Marr Precinct IV

Greg gave a brief presentation stating his interest in the Town through his volunteerism with the Girl Scouts, working with Elections and Registration, working with CIPC and work completed with the Town Government on Proposition 2.5

Greg works from his residence and has a flexible, manageable schedule and has an online presence at multiple Town Committee meetings.

Answered questions:

Greg will contribute an outside view, provide a good relationship with the Town Administrator, propose amendments and work on financial policy updates.

Biggest challenges are the decline in state aid and lack of commercial development.

Finalize the vacancy appointment of the Finance Committee

- After proposing questions to the applicants and making final comments, Finance Committee members are recommending Greg Marr to fill the Vacancy on the Finance Committee.
- Chair of the Finance Committee Appointment Committee thanked Skip and Greg for their time.
- Motion: Mark W. Haddad moved that the Finance Committee Appointment Committee appoints Greg Marr to fill the Finance Committee Vacancy representing Precinct IV with a Term Expiration Date of 2024.

Seconded: Kandy Lavallee. All in favor. Motion carries.

Roll Call Vote:

Aye: Dawn Anderson, Mark Haddad, Kandy Lavallee

Nay: None.

Town Moderator Dawn Anderson congratulated Greg Marr and encouraged Skip Currier to apply for the Finance Committee vacancy that will be advertised in the very near future.

Finance Committee Assistant Susan Fiacco will send the form letter to Greg Marr to take with him to be sworn in by the Town Clerk at his earliest convenience.

Adjournment

Motion: Mark W. Haddad moved that the Finance Committee Appointment Committee close its public meeting.

Seconded: Kandy Lavallee. All in favor. Motion carries.

Roll Call Vote

Aye: Dawn Anderson, Mark Haddad, Kandy Lavallee

Nay: None.

The public meeting of the Finance Committee Appointment Committee adjourned at 6:54 P.M.

Discussion of possible date and process needed for Special Town Meeting.

Finance Committee continued with its public meeting.

- Finance Director Mary Lauria stated that the budget process is continuing and that it will be at least the first to second week of January before Finance Committee will receive the proposed budget.
- At this time, Mary Lauria does not know if a Special Town Meeting will be called in late January or early February 2022.
- Finance Committee Assistant Susan Fiacco reviewed the timeline scenario needed for Finance Committee if a Special Town Meeting was called at the end of January or first of February.
- Finance Committee decided that a meeting will be necessary on Wednesday, January 19, 2021 at 7:00 P.M. via Live session in Conference Room A and Zoom Webinar to either hold a public hearing if necessary or to review applicants to fill the Finance Committee vacancy by the Finance Committee Appointment Committee.
- Finance Committee Chair Mark W. Haddad reviewed the new job description for the Finance Committee Administrative Assistant. It will be advertised as a 40 hour work week with benefits as an inhouse position. This position will be responsible for the 25 hours per week of the duties of the Administrative Assistant to the Select Board and for the Affordable Housing Trust in addition to the Finance Committee responsibilities.

Adjournment

Finance Committee Chair Mark W. Haddad adjourned the public meeting of the Finance Committee at 7:16 P.M.

Respectfully submitted,

Susan M. Fiacco



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**Finance Committee Appointing Committee
Public Meeting in Joint Session with Finance Committee
via Zoom Webinar**

Webinar ID: 883 9804 3427

Passcode: 502622

Tuesday, December 21, 2021

6:00 P.M.

Agenda

**Joint Session of the Finance Committee Appointment Committee with
Finance Committee to review Candidates for the Finance Committee Vacancy.**

**Review of the Candidate interview process with the Town Moderator, Town
Clerk and Finance Committee.**

Schedule of Interview times for Candidates for the Finance Committee vacancy

6:15 P.M. Skip Currier Precinct I

6:30 P.M. Greg Marr Precinct IV

6:45 P.M. Kyle D. James Precinct V

Finalize the vacancy appointment of the Finance Committee

Adjournment